

PAYROLL EQUALITY AND DIVERSITY ACTION PLAN

JUNE 2007

This action plan integrates actions from our collated action plan within the Corporate Framework for achieving level 2 of the equality standard for Local Government

	Equality Standard for Local Government	ACTION REQUIRED	By Whom	By When/ Update
1	Engagement in impact/needs/ requirement assessment process	a. Demonstrate use of Impact Assessments and outcomes - information provided in alternative formats on request/work with HR to create & review policies b. Include impact assessment actions in team plan template c. Ensure all staff know about and are trained in the application of Impact Assessments d. Identify and list all key decisions taken in Payroll service that could potentially be prejudicious and develop action plan to ensure impact assessments undertaken on all decision areas including the development of new /revised policies, embed E&D into every strategy	TM TM TM TM	Ongoing. Dec 07 - ongoing Ongoing Dec-07
2	Engagement in consultation with designated community, staff and stakeholder groups	a. Team to identify and record their designated stakeholder groups b. Audit information for each group c. Plan consultation programmes for service improvement - liaison with Pam Stamps consultation officer 3251 - Citizen Panel, and in service consultation as required/learn from complaints/continue customer feedback contact for service improvement d. Develop quality assurance feedback methodology for user group (include Team Plan) Implement within 07	TM TM TM TM	Dec-07 Oct-07 Ongoing Ongoing
3	Development of Information and Monitoring Systems	a. All staff ethnicity known and recorded - all check new intranet entry has their ethnicity details b. Continue to support service representation to Diversity Link Group - feedback to Team meetings & support to E&D forum within the service c. All user ethnicity known and recorded	TM TM TM	Dec 07 - ongoing ongoing Ongoing

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4	Action plan in place for employment, pay and service delivery	<ul style="list-style-type: none"> a. All Team members to attend E&D training & updates b. Ensure all staff have copy of IWC Comprehensive Equalities Plan ands are aware of the race/disability/gender equality schemes and discuss at team meetings as required c. Ensure staff aware of changes to HR policies (Intranet) d. Ensure staff aware of translation services e. Contracts with providers reflect RES requirements f. Continue to ensure all staff are given equal opportunity to develop g. Review current multi-agency reporting from in liaison with Helen Newbery E&D Team 	<ul style="list-style-type: none"> TM TM TM TM TM TM TM 	<ul style="list-style-type: none"> Ongoing Ongoing - discussed at Team meetings - staff aware where to find a copies Ongoing Ongoing - discussed at Team meeting - Rosie Barnard first contact if need arises Ongoing Ongoing Feb-08
5	System of self-assessment, scrutiny and audit established	<ul style="list-style-type: none"> a. Action required from Diversity Impact Assessment & action plan to be integrated into Team plans b. Monitor Action Plan via Team meetings quarterly 	<ul style="list-style-type: none"> TM TM 	<ul style="list-style-type: none"> Ongoing - annual assessment Add to Team Meeting agenda October, January, April - update due July 31st

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